Essential Public Speaking Checklist

1. Have you narrowed down to one sentence what you want your audience to do after listening to you?

2. Have you narrowed down your messages to the top five?

3. Do you have a story and/or compelling example for each message point?

4. If you are using PowerPoint or visuals, does each slide make one idea become more understandable and memorable on its own?

5. Have your practiced your speech on video repeatedly and reviewed it until you are happy with every aspect of style and substance?

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Once you can say "yes" to all the above questions, you are good to go!

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